

**Minutes of the Regular Meeting
Of the Board of Library Trustees
December 7, 2015**



TRUSTEES PRESENT: Betsy Megas, Peter Yoon, Ashish Mangla, Barbara Vance, Kathy Watanabe

EXCUSED ABSENCE: None

STAFF PRESENT: Hilary Keith, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

MEMBERS OF
THE PUBLIC: Tracy Wingrove, Executive Director, Library Foundation and Friends

MATTERS FOR COUNCIL ACTION:

1. Approval of revisions to Library Policy, "Policy for Use of Second Floor", Quiet Study Pavilion
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I. CALL TO ORDER

Chair Megas called the meeting to order at 6:34 p.m.

II. MINUTES OF THE NOVEMBER 2, 2015 MEETING

Chair Megas asked for comments or corrections to the minutes of the November 2, 2015 Board of Library Trustees meeting. There being no corrections or additions, Trustee Mangla made a motion to accept the minutes as written, seconded by Trustee Yoon. The motion passed unanimously.

III. CORRESPONDENCE

None

IV. GIFTS

A. Library Foundation

Tracy Wingrove, Executive Director of the Library Foundation and Friends, stated that the Mission City Community Fund granted \$3,000.00 for literacy outreach. The Foundation also raised funds through a new event, "Giving Tuesday" and raised \$1,200.00. The birthday party for Jan Lieberman raised \$5,500.00 for a regular concert series in her honor. The Library Craft Faire raised \$600.00. Trustee Vance made a motion to accept the \$3,000.00 from the Mission City Community Fund with a second from Trustee Watanabe. The motion passed with a unanimous vote.

V. PUBLIC PRESENTATIONS

A. Library Foundation

See IV. GIFTS, A. Library Foundation, above.

VI. OLD BUSINESS

A. Mission Renovation – Progress Report

The City Librarian stated that staff had met with Noll and Tam Architects and Planners about the Mission Library renovation. The architect will schedule meetings to receive design ideas, and hold community forums to hear what the community at large would like to see at Mission Library. Noll and Tam Architects were selected following issuance of an RFP that received 5 proposals.

B. New Carpeting

The carpeting project is set to begin this Wednesday. Library staff have been busy designing a mini library for the main front lobby at Central. The Foundation and Friends Store will be open for business, as well as several shelves of Library books and DVD's for browsing. The Margie Edinger Community Room will be set up with tables and chairs for those who want to study. Staff will go into the closed areas to retrieve books requested by patrons. In addition, it will be stressed that the Northside Library and Mission Library will both be open.

VII. NEW BUSINESS

A. Program Proposal Application Process

Ellen Paul, Program Coordinator for the Adult Services Division, frequently receives requests from the public from individuals who would like to make presentations at the Library. This new form will be given to patrons making this kind of request. The form asks for a description of the event, presentation format, technical or equipment requirements, and for presenter qualifications on the topic.

B. Policy for Use of Second Floor – Quiet Study Pavilion

The policy was revised to relax the requirements to use the Quiet Study Pavilion. Trustee Mangla made a motion to approve the revisions to the "Policy for Use of Second Floor", Quiet Study Pavilion, with a second from Trustee Vance. The motion passed with a unanimous vote.

C. Innovative Interfaces Migration and Upgrade

The City Librarian provided information on the installation of Sierra, Encore Duet, and the Encore Hosting modules to the Board. It is on track to be up and running by December 16, 2015.

D. Second Floor New Configuration

The second floor of the Central Library will be reconfigured during the new carpet installation. There will be more seating available with additional tables wired for connectivity. The new furniture should arrive around December 28, 2015.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report

The City Librarian reviewed some of the data from recent monthly reports. The October 2015 Monthly Report will be reviewed at the next meeting. Trustee Mangla asked how the lower figures due to the closure would be noted in the December Monthly Report.

B. Activities

The City Librarian reviewed the most recent Library activities with the Board. The Northside Library held a "December to Remember" program that drew a crowd of 1,500. Northside's programs are very popular. The recent Sikh awareness program had 150 attendees.

C. Personnel

A new Librarian I has been hired for Youth and Extension Services. The Library Technology division needs one more person. The staff at Mission Library will temporarily move to Central Library during the renovation.

IX. MATTERS OF TRUSTEE INTEREST

A. Suggestions Turned in to Staff

A patron inquired about hot water availability in the Library. Staff should direct them to the café.

B. Future Agenda Topics

It was suggested that "Public Input" be put on the agenda.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

A. California Library Association will be held in Sacramento.

B. PLA will be in Denver in 2016

C. Trustee Megas stated that the Spring workshop was coming up – did they need to register? Also, memberships need to be renewed in the California Public Library Advocates for 2016.

XI. CALENDAR

A. Wednesday, December 9, 2015 – Library Partial Closure for Installation of New Carpeting

B. Thursday, December 24, 2015 – Library Closes Early at 5:00p.m.

C. Friday, December 25, 2015 – Christmas Day Holiday – City Holiday – Library Closed

D. Thursday, December 31, 2015 – Library Closes Early at 5:00p.m.

E. Friday, January 1, 2016 – New Year's Day – City Holiday – Library Closed

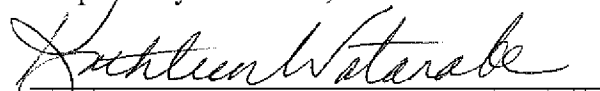
F. Monday, January 4, 2016 – Library Reopens to the Public

G. Next Board of Library Trustee Meeting, February 1, 2016. No meeting in January 2016.

XII. ADJOURNMENT

There being no further business, Trustee Mangla made a motion to adjourn the meeting at 7:15 p.m. to Monday, February 1, 2016 in the Central Library Board Room, with a second from Trustee Watanabe. The motion passed with a unanimous vote.

Respectfully submitted,



Kathleen Watanabe

Secretary to the Board of Library Trustees

Santa Clara City Library
POLICY FOR USE OF SECOND FLOOR
CENTRAL PARK LIBRARY

The spaces and resources on the second floor of the Central Park Library are provided to facilitate research, quiet study, and reading. Patrons using second floor resources are expected to comply with the Library's *Public Rules of Conduct* and any posted signs, as well as with the policies outlined below that are specific to the second floor reference and research areas.

QUIET STUDY PAVILION

The Quiet Study Pavilion offers an area where individuals may study and research in silence. Out of respect for others and to maintain quiet in this area, any potentially disruptive activities, behavior or equipment, ~~including but not limited to personal electronics with keyboards (e.g., laptop computers)~~, are not allowed. Silent personal electronics ~~(i.e., with touch screens only)~~ may be used. ~~Laptop computers may be used in all other library areas, and~~ Group Study Rooms are provided for projects requiring the collaboration of two to four people.

SANTA CLARA HERITAGE PAVILION

The Santa Clara Heritage Pavilion was designed specifically to support the efforts of those interested in researching family or Santa Clara history. The Local History Librarian and volunteer consultants from the Santa Clara Historical and Genealogical Society provide research guidance and assistance in the use of the collections.

Preference for the use of the Santa Clara Heritage Pavilion is given to genealogists and local history researchers. Those not using local history or genealogy materials are encouraged to use one of the other quiet areas on the Library's second floor, such as the Quiet Study Pavilion or the Group Study Rooms.

Some materials in this Pavilion are old, fragile, and irreplaceable and therefore are housed in locked cases and cabinets. No food or beverages, including bottled water, will be allowed in this Pavilion. Patrons using materials from the locked areas will be required to submit ID to be held while materials are in use.

GROUP STUDY ROOMS

Three group study rooms are available on the second floor for use by groups of 2 to 4 individuals wishing to work collaboratively without disturbing others (*see separate policy*).

Questions related to the use of the Library's second floor spaces should be directed to the City Librarian or designee, Monday – Friday during regular business hours, 1-408-615-2930

Approved by the Board of Library Trustees,

October 6, 2003

Revised and approved by the Board of Library Trustees

June 6, 2005 April 2, 2012

May 5, 2008

August 1, 2011

Santa Clara City Library

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